

# CITY OF ALTON

City On The Grow

## BUILDING PERMIT APPLICATION

PERSON APPLYING: \_\_\_\_\_ PHONE#: \_\_\_\_\_  
OWNER/S: \_\_\_\_\_ PHONE#: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_  
\*\*\*\*\*

CONTRACTOR: \_\_\_\_\_ PHONE#: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_  
\*\*\*\*\*

SUBDIVISION: \_\_\_\_\_ LOT: \_\_\_\_\_ BLK: \_\_\_\_\_

### REASON FOR APPLYING:

☐ LETTER OF COMPLIANCE  
FOR SHARYLAND WATER

☐ CERTIFICATE OF COMPLIANCE  
FOR COUNTY

☐ SEWER PERMIT

### BUILDING PERMIT:

☐ NEW DWELLING

☐ COMMERCIAL

☐ REMODELING

☐ STORAGE

☐ ADDITION

☐ OTHER \_\_\_\_\_

### LOT SIZE:

WIDTH: \_\_\_\_\_

LENGTH: \_\_\_\_\_

☐ CORNER LOT

☐ INTERIOR LOT

☐ CAL-DE-SAC

### SETBACKS:

☐ FRONT \_\_\_\_\_

☐ RIGHT SIDE \_\_\_\_\_

☐ LEFT SIDE \_\_\_\_\_

SQ. FOOTAGE: \_\_\_\_\_

☐ ONE STORY

☐ TWO STORY

### CONSTRUCTION TYPE:

☐ FRAME

☐ BRICK

☐ STUCCO

VALUATION: \$ \_\_\_\_\_

\_\_\_\_\_  
PROPERTY OWNER OR AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

☐ APPROVED OR ☐ DENIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\* IF DENIED, WHY? \_\_\_\_\_

509 SOUTH ALTON BLVD., ALTON, TEXAS 78573

OFFICE # (956) 432-0760

FAX # (956) 432-0766

## SOLICITUD DE PERMISO PARA CONSTRUCCION

PERSONA APPLICANDO: \_\_\_\_\_

DUENO DE LA PROPIEDAD: \_\_\_\_\_ TEL. \_\_\_\_\_

DIRECCION: \_\_\_\_\_ CIUDAD: \_\_\_\_\_ ESTADO: \_\_\_\_\_ CODIGO: \_\_\_\_\_

CONTRATISTA: \_\_\_\_\_ TEL. \_\_\_\_\_

DIRECCION: \_\_\_\_\_ CIUDAD: \_\_\_\_\_ ESTADO: \_\_\_\_\_ CODIGO: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ LOTE: \_\_\_\_\_ BLK. \_\_\_\_\_

### RAZON DE LA SOLICITUD:

CARTA DE CONFORMIDAD  
PARA SHARYLAND WATER

☐ CERTIFICADO DE CONFORMIDAD  
PARA EL CONDADO

PERMISO DE  
DRENAJE

### PERMISO DE CONSTRUCCION:

☐ RESIDENCIA NUEVA

☐ COMERCIAL

☐ REMODELACION

☐ BODEGA

☐ ADICION

☐ OTRO: \_\_\_\_\_

### TAMANO DEL LOTE:

ANCHO \_\_\_\_\_

LARGO \_\_\_\_\_

☐ LOTE EN ESQUINA

☐ LOTE INTERIOR

☐ CAL-DE-SAC

### SETBACKS:

☐ FRENTE \_\_\_\_\_ ☐ LADO DERECHO \_\_\_\_\_ ☐ LADO IZQUIERDO \_\_\_\_\_ ☐ ATRAS \_\_\_\_\_

TOTAL EN PIES CUADRADOS \_\_\_\_\_

☐ UN PISO

☐ DOS PISOS

### TIPO DE CONSTRUCCION:

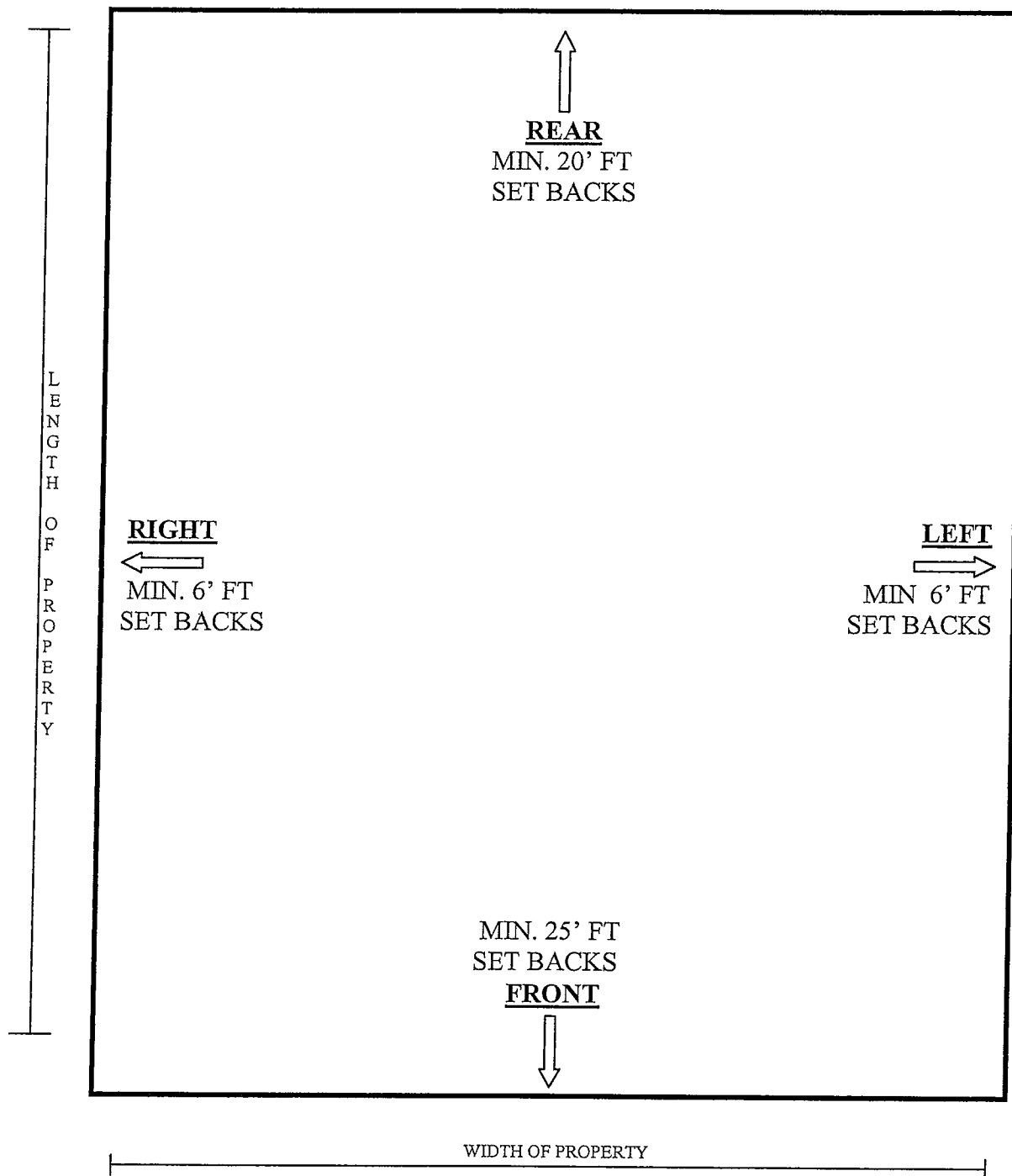
☐ MADERA (FRAME)

☐ Ladrillo

☐ STUCCO

\_\_\_\_\_  
FIRMA DEL DUENO DE LA PROPIEDAD

\_\_\_\_\_  
FECHA



INDICATE ON THIS DRAWING LENGTH AND WIDTH OF PROPERTY, SETBACKS, AND SITE PLAN.

SET BACKS: FRONT \_\_\_\_\_ BACK \_\_\_\_\_

RIGHT \_\_\_\_\_ LEFT \_\_\_\_\_

SIZE OF RESIDENCE: LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_

**NOTE: SET BACKS FOR CORNER LOTS IS 10 FT**

## NEW DWELLING

### REQUIREMENTS TO PROCESS AN APPLICATION FOR NEW DWELLING

- ☐ PROPERTY DEED
- ☐ PROPERTY TAX STATEMENT
- ☐ CURRENT WATER BILL (IF PROPERTY HAS EXISTING METER)
- ☐ TWO (2) FULL SETS OF HOUSE PLANS (**BLUEPRINTS OR SIMILAR**)

#### INCLUDING:

- **SITE PLAN-** MUST BE DRAWN TO SCALE, LOCATION AND DIMENSIONS OF EASEMENTS/RIGHT-OF-WAYS AND DRIVEWAY & SIDEWALKS MEASUREMENTS
- **FLOOR PLAN-** TOTAL LIVING, PORCH, PATIO, GARAGE, ETC SQUARED MEASUREMENTS
- **SETBACKS-** MUST INCLUDE FRONT, SIDES, AND BACK, WITH LOT SIZE
  - **LIVING AREA-** MINIMUM 900 SQ. FT
  - **DRIVEWAY-** TWO (2) OFF STREET PARKING (400 SQ. FT MINIMUM)
  - **SIDEWALKS-** MINIMUM 5 FT WIDE ON NEW SUBDIVISIONS

☐ *Wind storm*

- ☐ **BUILDERS (RES-CHECK)-**ENERGY EFFICIENCY OF HOME  
([www.energycodes.gov](http://www.energycodes.gov))

\*\* IF YOU, THE APPLICANT ARE NOT THE PROPERTY OWNER, YOU MUST PROVIDE A CONTRACT OR NOTARIZED LETTER AGREEMENT IN WHICH YOU'VE BEEN GRANTED AUTHORIZATION TO BUILD

**NOTE: THE CITY OF ALTON REQUIRES A LICENSED PLUMBER, ELECTRICIAN, AND A/C TECHNICIAN**

<b>FEES:</b>	CITY APPLICATION- \$15.00
	ADDITION OR REMODELING- .09 CENTS X SQUARE FOOTAGE PLUS- \$35.00
	BUILDING PERMIT- BASED ON VALUATION CHART ** SEE EXHIBIT "A" ORDINANCE 2007-06**
	SWSC- LETTER OF COMPLIANCE FOR WATER METER- \$10.00
	SEWER PERMIT FEE- QUOTE PROVIDED BY CITY STAFF
	COPIES- \$1.00 FOR THE 1ST PAGE, .25 CENTS ADDITIONAL COPIES
	RE-INSPECTION- \$15.00

## CITY OF ALTON REQUIREMENTS SHEET

- 1) All weeds and vegetation need to be removed before any fill is placed in the foundation area; \_\_\_\_ ft. front, \_\_\_\_ ft. side, \_\_\_\_ ft. side, and \_\_\_\_ ft. rear setbacks are required. inspection must be requested by the contractor when the strings are set on the lot.
- 2) All trenches must be twelve (12) inches into undisturbed soil of the foundation.
- 3) An eighteen (18) foot setback minimum is required when the carport entrance in on a side street.
- 4) A minimum of (18) finish floor elevation is required above the curb or the crown of the street.
- 5) If the lot is in flood zone AE, a certificate of elevation is required for the finished floor elevation.
- 6) Two (2) paved off-street parking spaces are required for all buildings and connected with a street, state highway, or other primary means of access by a driveway which must also be paved with concrete or asphalt.
- 7) Wire mesh of a #6 minimum diameter is required to be used for the driveway, and sidewalks. 3/8 inch minimum in diameter is required to be used for foundation slab. 5/8 inch is required to be used along trenches.
- 8) G.F C.I. outlets are required in front and back entrances, in the bathroom next to the lavatories, and within six feet of the water wall, kitchen sink, and garage/carport. An outlet is also required next to the A/C condenser.
- 9) The relief valve of the water heater is required to be routed to the outside with a full size metallic pipe in a downward position twelve (12) inches above finish grade.
- 10) An attic access with minimum dimensions of 22" by 36" (inches) with a ladder is required to be installed if A/C (furnace) or water heater is more than 20 feet from main access and a second attic access with ladder is required.
- 11) All smoke detectors are required to be installed in every sleeping area and be interconnected with the hard wire types.
- 12) The dryer exhaust line needs to discharge to the outside air.
- 13) Corner and lateral bracing is required on every corner of plain wall larger than 25 feet as required by the code.
- 14) Collar ties are required to be installed on every third set of rafters.
- 15) Electricians should not wire any construction project with #14 wires.
- 16) Must utilize arc fault breakers for all single pole applications.
- 17) All subcontractors for electrical, mechanical (A/C), and plumbing must be licensed and bonded as well as apply for their permits in person or grant authorization (by letter) to an individual who pays with a company check.

- 18) All electrical splicing and outside lights must be in electrical switch boxes.
- 19) All kitchen islands must have an electrical receptacle.
- 20) The ridge should be at least one inch larger in dimension than the rafters.
- 21) Owner/Contractor is required to make an arrangement with a solid waste management company to dispense all construction debris and litter containment.
- 22) Contractor is required to submit the plans including cross-section of the walls with the floor and foundation plans on a CD-ROM or in conventional paper form.
- 23) A twenty-four 24" (inch) catwalk and a controlled light fixture are required if a furnace unit is installed in the attic.
- 24) A temporary restroom facility is required per housing construction site.
- 25) Underground plumbing, steel foundation, framing rough-in plumbing, electrical, mechanical and final inspections are required to be performed on this project.
- 26) Any changes of deviations from plans are required to be submitted for approval.
- 27) No water, sewer or electrical conduit is allowed below the 45 degree plan of the perimeter foundation beam or three (3) feet parallel to the exterior foundation beam.
- 28) Owner/Contractor is required to install a fence of a four (4) foot minimum height along (all) perimeter of the property during construction.
- 29) Corner bars are required at every intersection of the foundation top and bottom.
- 30) A five (5) foot wide ADA/TAS sidewalk must be constructed one (1) foot from the property line along all lot boundaries adjacent to public streets.
- 31) Landscaping requirements: Front yards shall be completely landscaped, except for those areas occupied by access driveways, walls and structures. All flanking street-side side yards shall be completely landscaped, except for those areas occupied by utilities, access driveways, paved walks, walls and structures.
- 32) The Building Permit must be posted conspicuously and not removed until building process is completed.
- 33) No junction boxes permitted in any attics, only attic lights, attic a/c receptacle and switch for attic lights

Contractor's Signature \_\_\_\_\_

Date: \_\_\_\_\_

*Codes are based on International Code Council (ICC) 2006 International Building Code standards as well as the 2008 National Electrical Code (NEC). They have been adopted by ordinance in the City of Alton.*

*Updated 3/24/10.*